



Facility Management

PAGE NUMBER: 1 OF 1

DATE: 11-24-03

POLICY NUMBER: 01-90

SUBJECT: CLOSURE OF STATE FACILITIES DUE TO INCLEMENT WEATHER

POLICY STATEMENT

1. The North Dakota Highway Patrol, Burleigh County Sheriff's Office and the National Weather Service will provide advice to Facility Management on hazardous weather conditions.
2. Based on weather conditions, the Facility Management Division of OMB will make a recommendation to the Governor on state office closure.
3. Facility Management Division of OMB will contact designated radio stations to make public service announcements regarding state office closures.
4. Facility Management will announce over the intercom system if the Capitol Complex is closing. The Liberty Memorial Building (8-2492), State Office Building (8-2750) and the Heritage Center (8-3564), do not have an intercom system, therefore they will be notified by telephone. It is up to each agency to inform their employees, regardless of where the agency is located.

The following six radio stations have been designated as stations to provide public service announcements should it become necessary to close state offices due to inclement weather. Each of these radio stations will be contacted and authorized to make public service announcements if state offices in the Bismarck-Mandan area are to be closed. We will attempt to make announcements as early as possible so employees will not endanger themselves or their vehicles by trying to get to work during hazardous traveling conditions.

STATION	PHONE	FAX
KYYY-FM 92.9	250-9393	255-8293
KFYR-AM 550	258-5555	258-8155
*KBMR-AM 1130	255-1234	222-1131
KBXZ-AM 1270	663-9600	663-8790
ND PUBLIC RADIO 90.5	224-1700	224-0555
KNDR-FM	663-2345	663-2347

*Note: Includes BBYZ-96.5; KACL COOL 98.7; KKCT K-Country 97.5; KLXX 1270 AM; KSSS START 101.5; KXMR News talk 710 AM. The two individuals listed below are the only authorized personnel who will contact the above-named radio stations to advise that state offices will be closed because of inclement weather conditions.

Pam Sharp, Director
Office of Management and Budget

John Boyle, Director
Facility Management